



WASHINGTON STATE JOB OPPORTUNITY

OFFICE OF THE STATE TREASURER

Job Title: FISCAL ANALYST 1
Job Type: General Service - Classified Position
Location: Olympia, Washington
Recruitment Number: FA -1 – 062207
Recruitment Type: Open to all Qualified Applicants
Salary: Range 40: \$30,360 to \$38,496 per year DOQ
Posted: June 22, 2007
Open: **Open Until Further Notice.** The hiring list developed under this job posting will be used to fill Fiscal Analyst 1 vacancies as they occur.

ABOUT THE OFFICE OF THE STATE TREASURER

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

POSITION PROFILE

OST is seeking qualified candidates for the position of Fiscal Analyst 1 to fill anticipated vacancies as they occur.

Typical Work may include:

- ❖ Prepare automated or manual recurring fiscal reports in accordance with GAAP such as statements of fund balance, income statement or balance sheet on an accrual basis.
- ❖ Maintain ledger accounts and analyze fiscal data.
- ❖ Develop or recommend procedures to improve fiscal operations.
- ❖ Assist higher-level staff with financial summary information, analysis of financial reports and development of fiscal procedures.
- ❖ May lead or supervise clerical, fiscal, budget or other support staff involved in a variety of manual or automated fiscal record keeping tasks.
- ❖ Reconcile fiscal statements and fixed assets.
- ❖ Prepare journal vouchers reflecting expenditures and transfer of funds.
- ❖ Prepare, reconcile and analyze general ledger entries.
- ❖ Review, analyze and interpret agency accounting and financial records and reports.
- ❖ Monitor and review computer input and output of financial data.
- ❖ Assist in applying and adapting established accounting methods and principles.

- ❖ Analyze and correct discrepancies.
- ❖ Analyze and interpret accounting records and reports and prepare reports and statements of financial data.

Some positions may require specialized skills in warrant and Automated Clearinghouse (ACH) processing. For these positions, typical work may include:

- ❖ Analyze and process warrant cancellation and forgery data.
- ❖ Process forgery claims submitted by state agencies.
- ❖ Independently coordinate electronic funds transfer payment schedules with state agencies.
- ❖ Communicate processing schedules in-house and with the state's concentration account bank.
- ❖ Transmit ACH payment instructions to the concentration bank.
- ❖ Direct and coordinate the endorsement process with the Department of Information Services (DIS)
- ❖ Prepare, copy and scan state warrants presented for redemption.
- ❖ Provide certified documents to outside entities.
- ❖ Review, evaluate and update procedures.

DESIRABLE QUALIFICATIONS

A Bachelor's degree, which includes a minimum of 18 quarter or 12 semester hours of college level accounting, auditing, budgeting, or other business-related credit hours. Professional experience may substitute year-for-year for education but not usually for the minimum credit hours. Additionally, the OST is seeking candidates with the ability to gather, analyze and synthesize financial information and interpret and apply laws and regulations as necessary.

Successful candidates for this position will possess excellent customer service skills, accuracy, and attention to detail, plus the ability to communicate clearly, maintain good working relationships and be a team player.

SPECIAL NOTE

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

EMPLOYEE BENEFITS

The state of Washington offers a comprehensive benefits package including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; eleven paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

APPLICATION PROCEDURE

E-mail is the preferred method of application and will be used as a method of communication throughout this process. Please e-mail application packets to Joyce Norris, at joyce@tre.wa.gov with a subject line of "Fiscal Analyst 1 Recruitment". Please provide an e-mail address that we can use to contact you about this recruitment.

Applicants must submit the following application materials:

- ❖ A letter of interest (no more than two pages) describing your skills and experience as they relate to the Desirable Qualifications outlined in this announcement;
- ❖ A current resume;
- ❖ A [Washington State Employment Application](#)
- ❖ A list of five professional references, including one supervisor, with current telephone numbers and addresses.

If e-mail is not possible, please mail requested materials to the following address:

Human Resources

Phone (360) 902-9009

Attn: Joyce Norris

Office of the State Treasurer

P. O. Box 40200

Olympia, WA 98504-0200

The State of Washington is an equal opportunity employer.

Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 902-9009.